

FILING EQUIPMENT INVENTORY

TO: **Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160004-5**
 Records Administration Branch
 OL REGISTRY 1227 AMES BLDG.
 702 Magazine Building

FROM: DIRECTORATE AND OFFICE)

DDS/OL

SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	2
2 Drawer (free standing)	2
4 Drawer (correspondence)	5
5 Drawer (correspondence)	0
All purpose (with doors)	0
Map and Plan File	0
Kardex (____ Slides)	0
- Drawer Card (____ size card; ____ inches per drawer)	0
- Drawer Card (____ size card; ____ inches per drawer)	0
OTHER (describe)	0
	0
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	0
5 Drawer (correspondence)	0
Map Cabinet Sections	3
Map and Plan File	0
Kardex (____ Slides)	0
Safe-T-Stack Units	0
- Drawer Card (____ size card; ____ inches per drawer)	0
- Drawer Card (____ size card; ____ inches per drawer)	0
OTHER (describe)	1
Supply Cabinet (7 shelves)	

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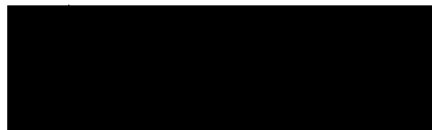
Continue on reverse side

SHELVING	WIDTH (in inches)	SECTIONS	SHELVES HIGH	SHELVES	TOTAL CAPACITY IN LINEAR FT.
Correspondence type					
Library type					
Book Case Sections	31"	9	3	9	23
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored 0

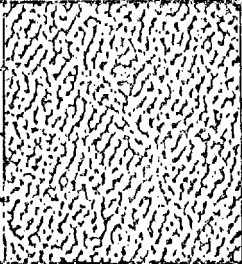

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MANAGEMENT OFFICER

REPORT OF RECORDS HOLDINGS FY 1972		Show all volumes in cubic feet according to conversion table below.
TO: Records Management Officer Office of Logistics - 1227 Ames	FROM: (Directorate and Office) <i>DDS/OL/BRS</i>	
1. VOLUME OF RECORDS REPORTED ON HAND AS OF 1 JULY 1971	CUBIC FEET <i>51.1</i>	
2. VOLUME OF RECORDS DESTROYED WITHIN OFFICES DURING FY 1972 (Exclusive of Records Center Disposition)	<i>3</i>	
3. VOLUME OF RECORDS ON HAND AS OF 30 JUNE 1972	<i>55</i>	

ANALYSIS OF ITEM 3

		LINEAR FEET	CUBIC FEET
a. OFFICE FILES: Correspondence, Cases, etc.		<i>14</i>	<i>14</i>
b. CARD SIZE FILES: Indexes, Tab Cards, others		<i>0</i>	<i>0</i>
c. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, etc.			<i>23.0</i>
d. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Newspapers, etc.		<i>18</i>	<i>18</i>
e. MAGNETIC RECORDS	NUMBER OF COMPUTER TAPES		
	NUMBER OF AUDIO TAPES		
	NUMBER OF DISC PACKS		
f. MICROFORM RECORDS	NUMBER OF REELS		
	APERTURE CARDS		
	MICROFICHE		
TOTAL VOLUME ON HAND (a thru f) FOR ITEM 3 ABOVE			<i>55</i>

CONVERSION TABLE
ONE CUBIC FOOT EQUALS

10 LIN FT	3 x 5 CARDS
6 LIN FT	4 x 6 AND TAB CARDS
4 LIN FT	5 x 8 CARDS
1 LIN FT	LETTER OR LEGAL FILES
1/2 DRAWER	MAP CABINET
7 REELS (Computer)	MAGNETIC TAPES
20 REELS (Audio)	MAGNETIC TAPES
2 DISC PACKS	MAGNETIC DISCS
84 REELS	MICROFILM 16mm
54 REELS	MICROFILM 35mm
72 REELS	MICROFILM 35mm

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